



**TOWN OF DUNSTABLE
POSITION DESCRIPTION**

Job Title: Treasurer/Collector	Grade: 13
Department Name: Administration	Shift: 1st
Work Location: 511 Main Street	Supervisor: Board of Selectmen and Town Administrator

☒ Exempt ☐ Non-exempt ☐ Hourly

General purpose of position:

- Serve as the municipality's cash manager and collector of taxes.

Description of duties and responsibilities:

- Functions as the custodian of all municipal funds
- Deposits and invests funds
- Pays all bills
- Follows procedures for collecting outstanding taxes including preparing municipal lien certificates and managing tax title accounts
- Processes payroll and manages all personnel deductions
- Maintains payroll records and act as liaison between employees and retirement board, health insurance carrier and deferred compensation board
- Maintains cash book and financial records pertaining to all accounts held by the municipality
- Prepare weekly, monthly, quarterly and annually various financial reports
- Provides assistance to the Town Administrator in the estimation analysis and monitoring of Town's operating revenue budget
- Processes and maintains vacation and sick time records
- Maintains payroll records for Senior work-off program
- Prints, mails and collects MV Excise, Personal Property, Real Estate, Farm, Forest Products, and betterment taxes
- Files necessary weekly, quarterly and annual reports
- Serve as the custodian of financial documents for the Town including performance bonds, surety deposits and letters of credit
- Must be bonded

Skills and abilities needed for this position:

- Knowledge of Massachusetts General Laws and local and federal laws pertaining to employees (ex. withholdings)
- Strong accounting and computer skills
- Ability to work independently in the absence of supervision
- Strong organization and communication skills
- Knowledge of Massachusetts General Laws pertaining to the treasurer/tax collector
- Ability to design, research, collect, analyze and interpret data

Education and training needed for this position:

- Bachelor's Degree in related field
- CMMC (Certified Massachusetts Municipal Collector) or ability to obtain certification
- CMMT (Certified Massachusetts Municipal Treasurer) or ability to obtain certification
- VADAR or equivalent financial software with potential to learn the specifics of VADAR
- Knowledge of Word and Excel

I have read, understand, and agree to this explanation and job description.

Signature:_____

Date:_____